



CODE ENFORCEMENT INSPECTION FORM

OCCUPANT/OWNER INFORMATION

Occupant: _____ Phone: _____

Occupant Address: _____

Owner: _____ Phone: _____

Owner Address: _____

Parcel # _____

Code Enforcement Officer: _____ #COD _____

Site Visit Date: _____

☐ Initial Visit ☐ Follow up
☐ Phone call ☐ Photos Taken
Date _____

TYPE OF USE

- ☐ Single Family ☐ Duplex ☐ Multi-Family ☐ Hotel/Motel ☐ Commercial
☐ Other _____

TYPE OF VIOLATION

- ☐ Building Code ☐ Business License ☐ Dangerous Building ☐ Home Occupation
☐ Land Use/Zoning ☐ Property Maintenance ☐ RV on Residence ☐ Sign
☐ Street/Sidewalk ☐ Substandard Housing ☐ Vegetation ☐ Inoperative Vehicles
☐ Vehicle Parking ☐ Other _____

STATUS

- ☐ No Violations ☐ Violation Exists (Open Case)
☐ No Progress ☐ Minor Progress Made ☐ Violation in Compliance (Close Case)

TYPE OF ACTION

- ☐ Notice to Comply ☐ Notice of Violation ☐ Notice to Abate
☐ Notice and Order ☐ Supplemental Notice & Order ☐ Civil Penalties
☐ Extension Letter ☐ Judicial Abatement Order ☐ Correction Agreement
☐ Enter Parcel Hold ☐ Courtesy Letter ☐ Thank You Letter
☐ Infraction ☐ Partial Compliance ☐ Site Meeting

POSTINGS

- ☐ Unsafe to Occupy ☐ Stop Work ☐ Dangerous Building
☐ Remove Unsafe to Occupy ☐ Remove Stop Work ☐ Remove Dangerous Building
☐ Other _____

REQUEST FOR ACTION

SOURCE OF COMPLAINT

☐ Citizen ☐ CEO ☐ Staff ☐ Other: _____

Anonymous ☐ Yes ☐ No

Name of Complainant/Person Making Request: _____

Complainant Address: _____ Phone: _____

Disclosure Information: ☐ Do Not Disclose ☐ OK to Disclose ☐ Not Discussed

Violation Address: _____

Description of Issue, Comment or Request: _____

Date: _____ Taken By: _____

The following is to be completed by the Code Enforcement Officer:

Description of Violation: _____

Correction Action Required: _____
